

## ***Include Me 2012***

### **Request for Proposals**

#### **Vision:**

Volunteer organizations will partner with groups of citizens within the disability community for a day of service event. The goal of the event is to encourage volunteer coordinators to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for service project events to come.

Applications for this project will be accepted year round. *Volunteer Louisiana* will develop and provide marketing materials to help promote the project and to encourage the community to participate as needed.

#### **Objectives:**

- To involve citizens with disabilities in volunteer organizations, corporate partners and other citizens to support an all inclusive community project.
- To introduce citizens with disabilities to volunteer based organizations, community volunteering, and opportunities for becoming involved in service.

#### **Requirements:**

- 1) Grantees must be able to recruit at least 5% of their volunteers as persons with disabilities
- 2) All grantees will be required to have volunteers register with Volunteer Louisiana.
- 3) Project must include a welcome/orientation at the beginning of the event and a reflection/evaluation for volunteers at the end of the service day.
- 4) Grantees must submit a Final Report and Reimbursement Request to receive funds.

#### **Partners:**

Grantees must partner with members of the community who have a disability (at least 5% of their volunteer base must be from the population of those with disabilities). A list of organizations which work with individuals with disabilities can be provided. While there is no match requirement for these funds, applicants may also partner with local businesses or other nonprofit organizations as a way of bringing together local resources.

#### **Funds:**

The grant is available to organizations or individuals operating in the state of Louisiana. Volunteer Louisiana will provide grant monies up to \$5,000 per project to pay for project supplies, volunteer refreshments/water (identified in the Project Budget) and some administrative costs. Unexpended funds in the administrative costs may not be moved to the Project Budget.

All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event and Volunteer Louisiana for payment.

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**Request for Project Funding**

<b>Applicant Information</b>	
Organization Name:	Address:
Phone:	Fax:
Email:	Program Director:
Authorized applicant signature:	

<b>Project Information</b>	
<i>Include Me</i> Project Director:	Phone:
Fax:	Email:
Project Date and Time:	Amount Requested:

<b>Partner Information (replicate this box for additional partners)</b>	
Organization Name:	Address:
Phone:	Fax:
Email:	Contact:
Role:	
I affirm that our organization is a partner with the applicant for <i>Include Me 2012</i>	

Briefly describe proposed project:	
Describe how you will engage community volunteers, specifically volunteers with disabilities:	
Volunteer recruitment goal	
Volunteers with disabilities recruitment goal	
Provide a detailed narrative of the project timeline (include project development and volunteer training):	
Please attach a project budget. Up to 10 percent of the grant request may be allocated to project oversight. Though no match is required, please indicate in-kind or cash donations from other community sources/partners.	

**Grant requests should be mailed or emailed to:**

**Nicholas Auck**  
**Director of Volunteer Outreach**  
**Volunteer Louisiana**  
**PO Box 44243**  
**Baton Rouge, LA 70804**  
**Email: [nauck@crt.la.gov](mailto:nauck@crt.la.gov)**